

# SW-FORM-B: Interim Application to Surrender a Sewer Network Licence Asset

## Water Environment (Controlled Activities) (Scotland) Regulations 2011

Complete this form if you wish to surrender an authorisation (Registration or Licence) under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (CAR). No other forms need to be completed. Return the completed form to the Registry Department at your nearest SEPA office (see list of addresses below).

SEPA will acknowledge receipt of your application and may, in limited circumstances ask you to supply further information to progress your application. For more information, please visit SEPA's website [www.sepa.org.uk](http://www.sepa.org.uk)

<b>CAR Reference Number:</b> <i>(Please indicate the Sewer Network Licence that the asset is listed on)</i>	CAR / L /
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1. Responsible Person Details			
Name of Responsible Person			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	
<b>Are these contact details to be used for correspondence? If you tick 'NO', then please complete this section AND provide alternative contact details in Section 3 below.</b>			<input type="checkbox"/> YES <input type="checkbox"/> NO

2. Surrender Details							
Name of Network:							
Activity(ies) being surrendered <i>(eg. sewage discharge)</i>							
Please provide Asset Number, NGR and Intended Cessation Date for each asset being surrendered (insert "ceased" if already stopped) – Continue on a separate sheet if required.							
Asset No		NGR				Intended Cessation Date:	
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Asset No		NGR				Intended Cessation Date:	
Asset No		NGR				Intended Cessation Date:	

### 3. Alternative Contact Details

If you are acting on behalf of the applicant (e.g. an agent) and you wish correspondence to be sent to an address other than that given in Section 1, please provide details here

**N.B. the Notice of Surrender must be sent to the Responsible Person at their registered address**

Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

### 4. Declaration

I acknowledge that it is an offence to make a false statement when applying to surrender a CAR authorisation.

Name:		Date:	
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*\* For a Licence, please note that this form must be signed by the 'Responsible Person' named on the Licence. In the case of a company, partnership, corporate or other body e.g. a named Grazing Committee, this form must be signed by someone authorised to sign on its behalf*

### The Data Protection Act 1998

"The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

### Where to Apply

Please send your completed form to 'SEPA Registry' at the email or address below.

<b>By email:</b> <a href="mailto:registry@sepa.org.uk">registry@sepa.org.uk</a>	<b>Angus Smith Building</b> 6 Parklands Avenue Holytown North Lanarkshire ML1 4WQ Tel: 01698 839000	<b>For any queries, please contact:</b> <a href="mailto:waterpermitting@sepa.org.uk">waterpermitting@sepa.org.uk</a>
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